

Customizeable

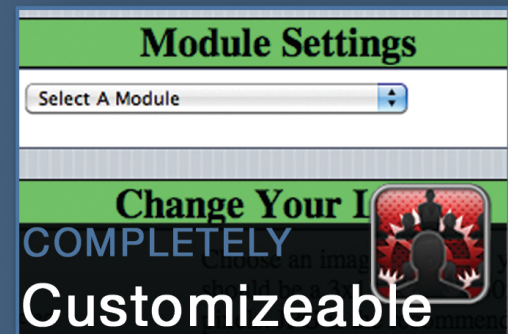
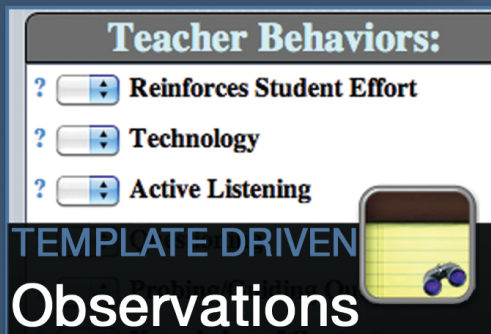
Template Driven

Easy to Use

Web Based

# C3

## Collect Conect Coach



*Kern County*  
**Superintendent  
of Schools**  
*Office of Christine Lizardi Frazier  
...advocates for children*

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## **1.0 GENERAL INFORMATION**

### **1.01 System Overview**

## **Collect, Connect, Coach (C3)**

C3 is a data collection, collaboration and coaching tool designed to help educators conduct classroom walk-throughs, get an accurate snapshot of the classroom, analyze data, and share concepts with staff. It is a web-based application that can be used with most web browsers, and is optimized for use on an Apple iPod Touch or iPhone. The program is server-based, which means that all data is instantly available, and there is no syncing required from device to device. The data resides away from the computer or handheld device, so it can be accessed from the Internet with an account login.

C3 has an easy to use interface and supports charting, printing reports and aggregating by school, subject or grade level. Many of the features can be customized to fit the needs of a district or school site and saved into templates. Each observable element can be simplified or extended for everything from a 5-minute walk-through observation to a series of comprehensive observations. C3 supports multiple observations, multiple observers, pie and bar charts to offer the user district multiple opportunities for effective communication and collaboration.

C3 works from a collection of templates and can be customized for many types of data collection. Observable Elements include: teacher and student behaviors, English learner strategies, instructional design, allocation of instructional time, technology integration, and many others.

## 1.02 Contact Information

Kern County Superintendent of schools  
1300 17<sup>th</sup> St,  
City Centre  
Bakersfield, Ca 93301  
661-636-4541  
<http://www.c3kern.org>

## 1.03 Terms

Administrator C3 System Administrator

C3 Collect, Connect and Coach

Click Pressing one of the buttons on the mouse when the cursor is over the appropriate symbol.

CSTP California Standards for the Teaching Profession

ELL English Language Learner

MYSQL My Structured Query Language (open source database program)

PHP Personal Home Page/Hypertext Preprocessor (scripting language for webpage and database communication.)

Select Choosing an item from a drop-down menu.



## **2.0 SYSTEM SUMMARY**

### **2.01 System Configuration**

C3 resides on a server running the latest version of PHP 5 and MYSQL database software. It is designed to be hosted on a KCSOS server providing full technical support and updates. C3 is a web-based program (Web 2.0) that can be accessed from any full-featured browser and is not platform specific. C3 was optimized for the Apple iPhone or Apple iPod Touch using Safari Internet Browser. Safari is recommended for use on both Windows and Macs and can be downloaded free of charge at <http://www.apple.com/safari>.

### **2.02 Data Flows**

The program is accessed through the Internet web-browser and all information is stored on a server, eliminating the need for syncing.

### **2.03 User Access Levels**

There are three levels of access for users: administrator, chart administrator and user. Administrators have the ability to choose and edit templates, conduct observations, edit and delete users, subjects, and courses. Administrators can also create reports from multiple observers' data. Chart Administrators can create reports from multiple observers data, but do not have the ability to modify templates. User level access allows an observer to conduct observations and create reports from their observations only.





## 3.0 GETTING STARTED

### 3.01 System Set-up

To begin using the C3 program it is recommended, but not required, that the user download Safari from the Apple website, <http://www.apple.com/safari/>. This is a free web browser that will work with both Windows and Macintosh operating systems. The C3 program has been optimized for use with the Safari Web browser; although it may work correctly with other browsers Safari is recommended. After the Safari web browser has been downloaded proceed to the login page with the information provided by the system administrator.

The image shows a login screen for the C3 program. At the top, there is a blue header with the C3 logo. Below the header, the text "Please Login" is displayed in a large, bold font. To the right of this text is a small blue link labeled "help". Below the login text, there are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a black button labeled "Login". Below the "Password:" field, there is a checkbox labeled "Remember Me?". Below the "Remember Me?" checkbox, there are two links: "Register" and "Forgot Password?". At the bottom of the screen, there is a logo for "Kern County Superintendent of Schools" with the tagline "Office of Curriculum, Growth, Progress" and "Advancing the Future".

### 3.02 System Menu

Use the menu buttons to navigate from observations to charting or settings and to log out.



Observe



Charts



Settings



Admin Settings

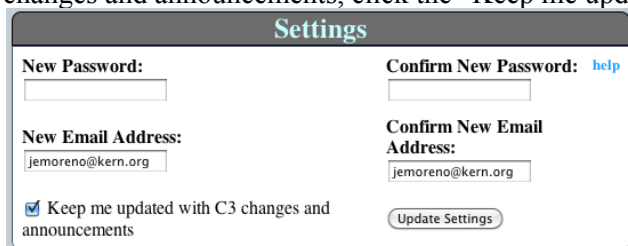
(Visible to Admin only)



Logout

### 3.03 Changing Email and Password

User names are set with the creation of the program, but passwords can be changed in the Settings tab by entering the new password, then confirming it. The email address associated with the User ID can also be changed in this section. If you would like to stay up to date with changes and announcements, click the "Keep me updated" checkbox.

The image shows the "Settings" screen. At the top, the word "Settings" is displayed in a bold font. Below this, there are four input fields: "New Password:", "Confirm New Password:", "New Email Address:", and "Confirm New Email Address:". The "New Password:" and "Confirm New Password:" fields are empty. The "New Email Address:" field contains the text "jemoreno@kern.org". The "Confirm New Email Address:" field also contains the text "jemoreno@kern.org". To the right of the "Confirm New Password:" field is a small blue link labeled "help". Below the input fields, there is a checkbox labeled "Keep me updated with C3 changes and announcements". The checkbox is checked. To the right of the checkbox is a black button labeled "Update Settings".

### 3.04 Exit System

Before exiting the system the user must save all data and then exit the program using the Logout button on the top menu bar.



## 4.0 Observations



Before beginning an observation the user must add a teacher to the database. Click on the green plus sign and complete the required information. Multiple teachers can be added through the **Add Multiple Teachers** module.

Teachers previously added to the database can be selected using the drop-down menu.

**Choose a Teacher**  
You currently do not have any teachers to observe, click the green plus to add a new teacher.

**Add Teacher**  
First Name:   
Last Name:   
Add Teacher

**Add Multiple Teachers**  
Enter each name separated by commas.  
i.e. Firstname1 Lastname1, Firstname2 Lastname2, etc...  
  
Add Teachers

**Choose a Teacher**  
Choose a teacher you would like to observe, or click the green plus to add a new teacher.  
Teacher, Sample  
Teacher 2, Sample  
Teacher 3, Sample

Note: Teachers names entered differently (including capitalization and shortened names) will not chart correctly. To correct an error see the Settings section (page 43).

### 4.01 Teacher Information

The user must fill out all required fields, marked with the red asterisk (\*), before clicking save. Users should save often to ensure data is not lost.

**Teacher Information:**

Observation: 1 + - help

School\*: CTAP + -

Grade/Subject\*: English

Subject/Course\*: CAHSEE/ENG

Date: 3 / 18 / 2010

# Students:

# Paraprof:

Current In Time

\* Required

**Choose a Teacher**  
You currently do not have any teachers to observe, click the green plus to add a new teacher.

Observe Charts Settings Logout

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Kent County Superintendent of Schools  
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#### 4.01.1 Observation Number

The observation number defaults to 1. Subsequent observation numbers will be created by clicking the green plus sign.

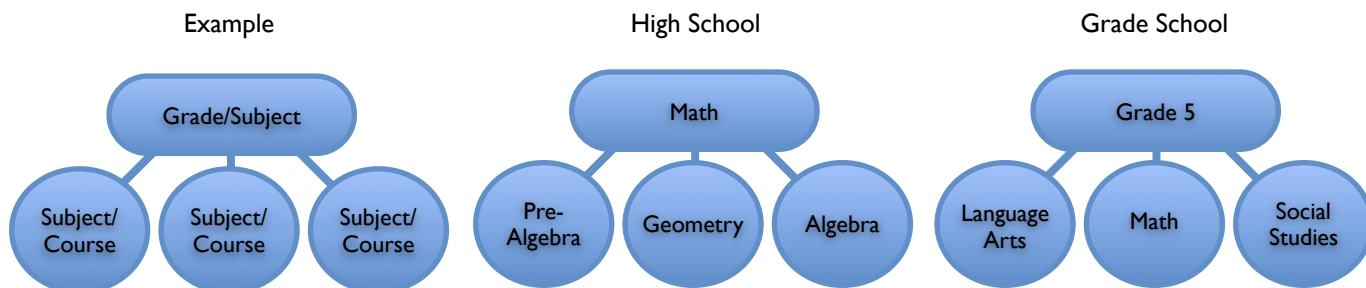
#### 4.01.2 School

Select a school from the drop-down menu. If the school is not listed, click the green plus sign next to the drop-down menus to add a school.

Note: All users must enter the name and spelling of the school exactly the same or charts will not contain all of the data (i.e. **Lincoln Elem** and **Lincoln Elementary** are not the same school).

### 4.01.3 Grade/Subject

This drop-down is customizable in the admin settings page. You can select a grade or subject depending on how you have C3 configured. The subject or grade you select will populate the **Subject/Course** drop-down with what you have configured.



### 4.01.4 Subject/Course

This drop-down is customizable in the admin settings page. You can select a subject or course for your observation.

### 4.01.5 Date

Date will default to the current date. Other dates may be selected using the drop-down menu.

### 4.01.6 # Students

Enter the number of students in the classroom.

### 4.01.7 # Paraprof

Enter the number of paraprofessionals in the room. Paraprofessionals may be defined as classroom aides, resource teachers, or parent helpers.

### 4.01.8 Current in time

Click the **Current In Time** button to record the start time of the observation. Minutes will be calculated and displayed at the conclusion of the observation.

### 4.01.9 Saving an Observation

You may click save after any module to save your observation. You are encouraged to save often.

### 4.01.10 Print Report

After saving an observation you can click **Print Report** to preview your observation as text. When you have completed reviewing the observation you can then download as a pdf or email the observation as a pdf by entering an email address.





## 5.0 Charts

### 5.01 Single Teacher Chart Views

The charting feature provides several ways to display data. The **Single Teacher Chart View** allows the user to view one observation, an average of all observations, or a comparison of two observations. Users that are not administrators will only be able to view the charts for the observations he or she conducted. Administrators have the ability to pull charts from multiple observers (see administrative section).

**Single Teacher Chart Views:** [help](#)

☐ Single Observation ☐ All Observations ☐ Compare Two Observations

**Teacher:** Bergen, Kelly - (admin) **First:**

**Observation Number:** **Second:**

**All Teacher Chart Views:**

☐ Most Recent Observations ☐ All Observations ☒ First And Most Recent Observations

**School:** **Month1:** October/2009

**All Schools Will be shown.** **Month2:** October/2009

**Grade/Subject:** Select Subject

**Subject/Course:** Select subject First

#### 5.01.1 Single Teacher, Single Observations

This option allows the user to see a specific observation for a teacher. Select this item, then use the drop-down menu to select a teacher's name and observation number. The page will automatically be updated to include a bar graph showing the data. Users that are not administrators will only be able to view the charts for the observations he or she conducted. Administrators have the ability to pull charts from multiple observers (see administrative section).

#### 5.01.2 Single Teacher All Observations

This option allows the user to see all observations for a specific teacher averaged together. Select this item, then use the drop-down menu to select a teacher's name. The page will automatically be updated to include a bar graph showing the data. Users that are not administrators will only be able to view the charts for the observations he or she conducted. Administrators have the ability to pull charts from multiple observers (see administrative section).

#### 5.01.3 Compare Two Observations

This option allows the user to compare two observations. Select this item, then use the drop-down menus to select a teacher's name and which observations to chart. The page will automatically be updated to include two bar graphs showing the first observation scores in blue and the second observation scores in red. Users that are not administrators will only be able to view the charts for the observations he or she conducted. Administrators have the ability to pull charts from multiple observers (see administrative section).

### 5.02 All Teacher Chart Views

The **All Teacher Chart View** lets the user choose data by school, grade/subject, and subject/course level. Users that are not administrators will only be able to view the charts for the observations he or she conducted. Administrators have the ability to pull charts from multiple observers (see administrative section).

### **5.02.1 All Teachers Most Recent Observations**

This option allows the user to see the most recent observations for that school, subject/grade, and course/subject. Select this item, then use the drop-down menu to select a school, subject/grade, and course/subject. You may choose to chart this data in various ways ranging from all subjects/grades and all courses/ subjects to a specific grade level and all courses or all grades and a specific course. The page will automatically be updated to include a bar graph showing the data. Users that are not administrators will only be able to view the charts for the observations he or she conducted. Administrators have the ability to pull charts from multiple observers (see administrative section).

### **5.02.2 All Teachers All Observations**

This option is identical to the **All Teachers Most Recent Observations** except that it averages all the observations for all teachers and not just the most recent observations. Users that are not administrators will only be able to view the charts for the observations he or she conducted. Administrators have the ability to pull charts from multiple observers (see administrative section).

### **5.02.3 All Teachers First and Most Recent Observations**

This option allows the user to compare the first and most recent observations at a school by selecting two months to compare. Select this item, then use the drop-down menus to select the months you would like to compare, a school, grade/subject, and subject/course. The page will automatically be updated to include two bar graphs showing the first observation scores in blue and the most recent observation scores in red. Users that are not administrators will only be able to view the charts for the observations he or she conducted. Administrators have the ability to pull charts from multiple observers (see administrative section).

## **5.03 Saving Charts**

To save a chart for presentations, right-click on the chart and choose “save image as.”



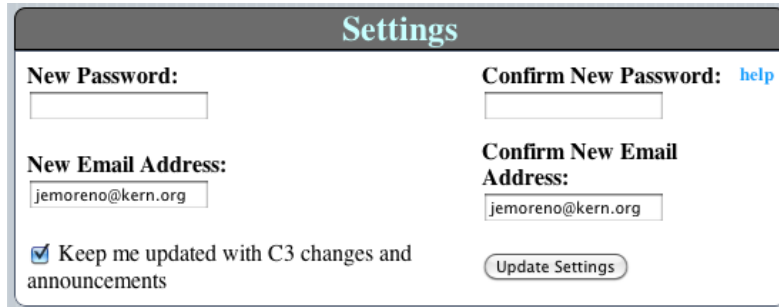


## 6.0 Settings



### 6.01 Changing Password

To change the password the user must be logged into the system. Click the settings icon (shown above), enter and confirm the new password. Click the **Update Settings** button to save the new password.



The screenshot shows a web form titled "Settings". It has two columns. The left column contains "New Password:" with an empty text box, "New Email Address:" with a text box containing "jemoreno@kern.org", and a checkbox labeled "Keep me updated with C3 changes and announcements" which is checked. The right column contains "Confirm New Password:" with an empty text box, "Confirm New Email Address:" with a text box containing "jemoreno@kern.org", and an "Update Settings" button. A "help" link is visible next to the "Confirm New Password:" label.

### 6.02 Changing Email Address

To change the email address the user must be logged into the system. Click the settings icon (shown above), enter and confirm the new email address. Click the **Update Settings** button to save the new email address.

### 6.03 Choosing Templates

The default template for new users is called **Elements**. Other templates can be created and customized by the administrator (see admin settings). Use the drop-down menu to select a template. Each user may select their own template. You may also print a pdf file of the rubric or a paper form of your custom template.



The screenshot shows a web form titled "Choose Your Template". It has a "Current Template:" label next to a drop-down menu showing "Elements". To the right of the drop-down are two buttons: "Print Rubric" and "Print Template". A "help" link is visible to the right of the "Print Template" button.

### 6.04 Miscellaneous Settings

Select the link to add, edit or delete teacher or school information.







## 7.0 Admin Settings




### 7.01 Registered Members

This section allows the administrator to change a user's administrator status. Select the user from the drop-down menu, then select the appropriate change. Make User Administrator will grant that specific user the ability to modify templates. Make User Chart Administrator will grant access to chart data from all observations regardless of who conducted the observation.

**Edit Template:** Elements    

**Registered Members**

Users:  
admin - admin 

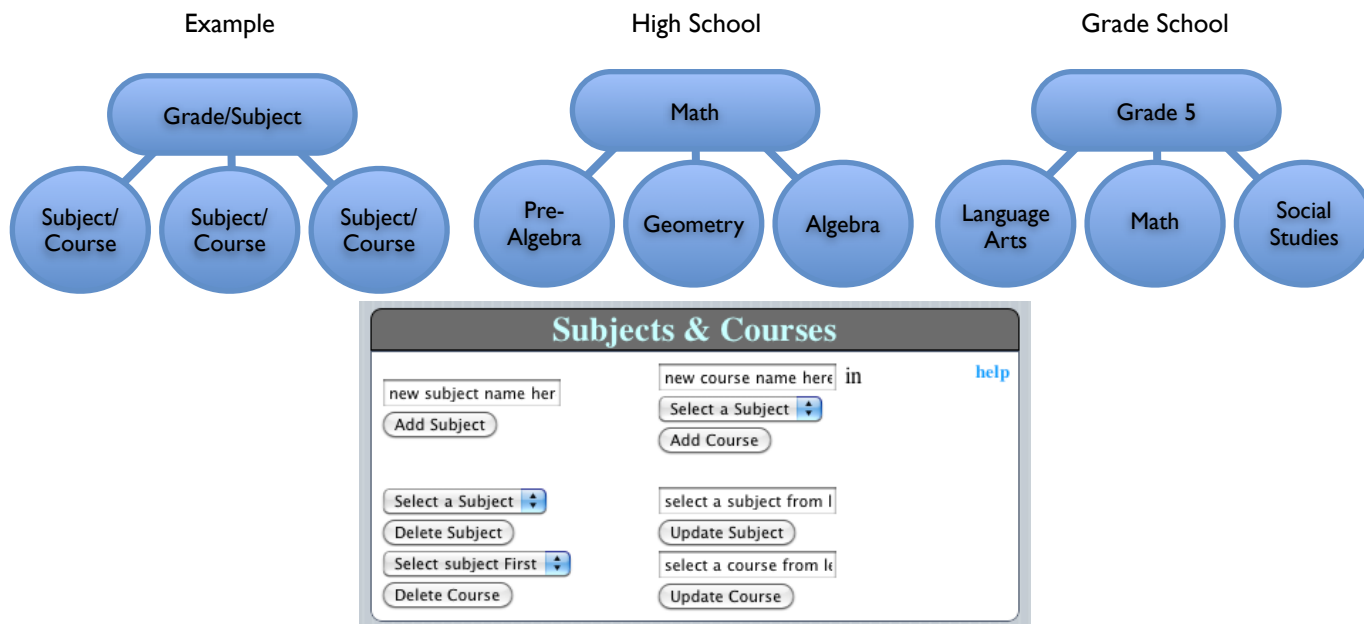
☐ Make User Administrator [help](#)  
☐ Make User Chart Administrator  
☐ Remove Administrator Access  
☐ Delete User

### 7.02 Protecting a Template

Clicking on the blue shield will protect the current template from being deleted. If you would like to unprotect a template click on the red shield (displayed only when a template is protected). The template can continue to be edited, but will not be able to be deleted.

## 7.03 Customize Subjects & Courses

This module allows an administrator to configure the subject/grade and course/subject drop-down menus. It is important that you make these changes during your initial setup of C3. To add a subject/grade type the subject/grade name in the appropriate box and click add subject. To add a course/subject to a specific subject/grade add the course/subject name and select the subject/grade from the drop-down that it will be associated with, click add course.



## 7.04 Create & Customize Templates

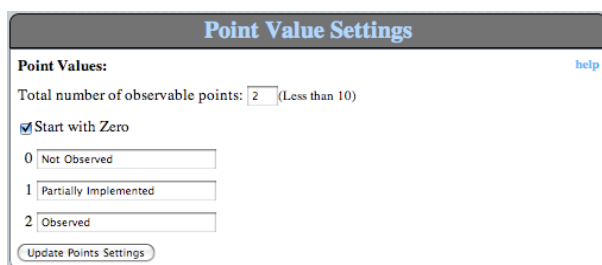
This module allows the user to create a new template, rename a template, duplicate a template, or change the appearance of an existing template. To change the appearance of a template, select a template from the drop-down menu. To change the banner color (background color) click **Banner Color**. A small popup box will appear containing a grid of colors from which to choose. Click on a color and the demo box will automatically change to give a live preview of the selected choice. To change the banner font color (text color) click **Font Color**. A small popup box will appear containing a grid of colors from which to choose. Click on a color and the demo box will automatically change to give a live preview of the selected font choice. To create a new template enter the name of the template in the designated box and click **Create Template**. To delete a template, select the desired template from the drop-down menu and click **Delete Template**.

The screenshot shows the "Create & Customize Templates" interface. It includes a "new template name here" field with a "Create Template" button. Below this is a "Elements" dropdown menu with a "Rename Template" button. The interface also features a "Copy the current template" section with a "Duplicate Template" button. The "Template Banner Color" is set to "#6C6C6C" with a "Banner Color" button. The "Template Font Color" is set to "#CCFFFF" with a "Font Color" button. A "Change Colors" button is located at the bottom left. A "Sample" button is visible on the right side of the interface.

## 7.05 Point Value Settings

When customizing templates the user may want to change the scale on which to observe. This section allows the user to choose up to 10 observable points and give a short description for each point. Change the total number of points and click **User's Manual**

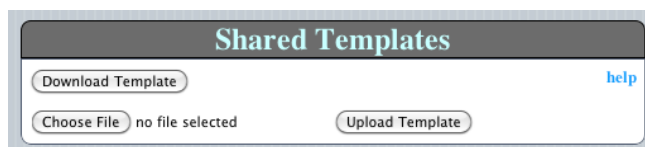
**Update Points Settings** to refresh the page and update the number of points, then enter the description associated with each point value. Select or deselect the Start with Zero option to start with zero or one. When all changes have been made, click **Update Points Settings** to save changes.



The **Point Value Settings** form has a title bar with the text "Point Value Settings" and a "help" link. Below the title bar, the section is titled "Point Values:". It contains a label "Total number of observable points:" followed by a text input field with the value "2" and the text "(Less than 10)". Below this is a checkbox labeled "Start with Zero" which is checked. There are three rows of input fields: the first row is labeled "0 | Not Observed", the second row is labeled "1 | Partially Implemented", and the third row is labeled "2 | Observed". At the bottom of the form is a button labeled "Update Points Settings".

## 7.06 Shared Templates

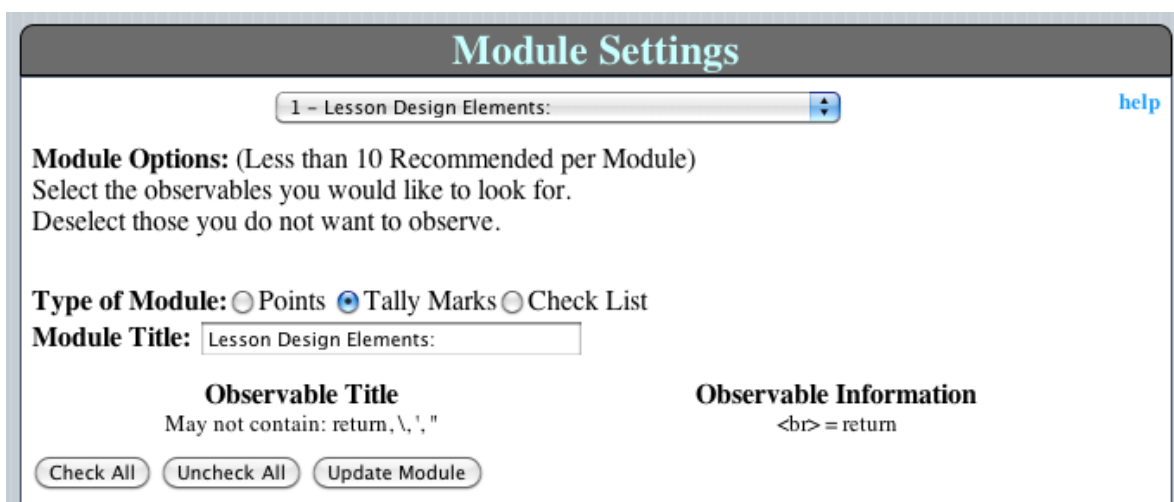
This section allows you to download a template that you have created to share with another school or upload a template that someone has shared with you. The best place to find and share templates is on the [c3kern.org community site](http://c3kern.org/community/site). The files are encrypted and do not need to be edited before being uploaded to C3. After uploading a template, it will show up in your list as a useable template.



The **Shared Templates** form has a title bar with the text "Shared Templates" and a "help" link. Below the title bar, there are three buttons: "Download Template", "Choose File" (which is disabled and shows "no file selected"), and "Upload Template".

## 7.07 Module Settings

This section allows the user to change the type of module, module title, observable element title, information, and which observable elements to display. Choose a module to edit from the drop-down menu. Click **Update Module** when all the desired changes to the module have been made.



The **Module Settings** form has a title bar with the text "Module Settings" and a "help" link. Below the title bar, there is a drop-down menu showing "1 - Lesson Design Elements:". The section is titled "Module Options: (Less than 10 Recommended per Module)". Below this, there is text: "Select the observables you would like to look for. Deselect those you do not want to observe." Below this text, there is a section titled "Type of Module:" with three radio buttons: "Points", "Tally Marks" (which is selected), and "Check List". Below this, there is a section titled "Module Title:" followed by a text input field containing "Lesson Design Elements:". Below this, there are two columns. The left column is titled "Observable Title" and contains the text "May not contain: return, \, ', \"". The right column is titled "Observable Information" and contains the text "<br> = return". At the bottom of the form, there are three buttons: "Check All", "Uncheck All", and "Update Module".

### 7.07.1 Selecting Modules to Display

There is a checkbox next to the observable element title. If the user selects the checkbox, that observable element will be shown in the observation. Only checked items will be displayed in the observation screen. Click **Update Module** to save changes. See graphic on next page.

### 7.07.2 Changing the Observable Element Information (Rubric)

The rubric information must be entered in the observation information text box. The information is displayed in the popup window activated by clicking on the question mark during an observation. Click **Update Module** at the bottom of the screen to save changes. See graphic on next page.

The screenshot displays the 'Module Settings' window. At the top, there is a dropdown menu set to '1 - Lesson Design Elements:' and a 'help' link. Below this, the 'Module Options' section states: 'Module Options: (Less than 10 Recommended per Module) Select the observables you would like to look for. Deselect those you do not want to observe.' The 'Module Title' field contains 'Lesson Design Elements:'. Below the title, there are three buttons: 'Check All', 'Uncheck All', and 'Update Module'. The main area is divided into two columns: 'Observable Title' and 'Observable Information'. The 'Observable Title' column lists four items, each with a checkbox and a text input field. The 'Observable Information' column provides detailed rubric definitions for each item. A blue arrow labeled 'Checkbox' points to the first checkbox, and another blue arrow labeled 'Rubric Definitions' points to the first rubric definition box.

Observable Title	Observable Information
1 <input checked="" type="checkbox"/> Preview/Review/Activate Prior Knowledge	Explicit preview of lesson skill/content OR Explicit review of related pre-skill OR Explicit activation of students prior knowledge or experience
2 <input checked="" type="checkbox"/> Statement of Lesson Objective	Explicit verbal statement of lesson objective (may or not be specific content standard) -- what students will know or be able to do at conclusion of lesson
3 <input checked="" type="checkbox"/> Objective linked to grade level standard	Objective linked to grade level standard
4 <input checked="" type="checkbox"/> Intentional Direct Instruction/Teacher Input	Explicit teacher input designed to communicate new standards based content information or develop specific standards based skill

### 7.08 Change Logo

The default logo may be replaced with a school or district logo. Choose a file from the local computer and click the **Upload Image** button. It is recommended that the image be a 3 x 1 ratio, for example 150x50 or 300x100 pixels. **The logo must be in .jpg format.**

Change Your Logo


Choose File

no file selected

Upload image

Choose an image to replace your logo. File should be a 3x1 ratio ex: 150x50 or 300x100 pixels. JPG is the recommended image format.

help



Current logo:

User's Manual

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## **8.0 CONTACT**

### **8.01 Technical Support**

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[www.c3kern.org](http://www.c3kern.org)

### **8.02 Content Support**

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[kacarin@kern.org](mailto:kacarin@kern.org)